

## **BETHEL NEW LIFE**

ADDRESS: 4006 W. Lake St., 2<sup>nd</sup> Fl.  
Chicago, IL 60624  
PH: 773-826-8430  
FAX: 773-826-5728

CONTACT: Krista Randolph, Employment Coordinator, ext. 232  
\*Call James Riddle for referral

SERVICES OFFERED: **JOB READINESS** (skill set assessment, resume development, job referrals, interview preparation etc.) Mon-Thurs. 10-3pm, every Friday, ongoing reentry group meetings  
**BENEFITS COORDINATOR** (assist with public aid applications)  
**COMPUTER LAB** 9-12 or 1-4 daily

POPULATION SERVED: Anyone, who is unemployed, 18 years or older. There is no screening with regard to criminal offense(s), no specific skills are needed. NO SEX OFFENDERS

REFERRAL PROCESS: Those, who are interested, can walk-in and apply to program on Mondays and Thursdays from 9:00am-12:00pm or 1:00pm-4:00pm. Must have proper documentation (benefits, current ID, social security card, birth certificate) After application is completed, participants will receive an orientation date and a specialist will schedule an assessment interview.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Not provided.

CHILDCARE: Bethel owns a daycare service nearby. Participants can apply for services *after* gaining employment.

FOLLOW-UP: Officers should contact the case specialist that will be assigned to the participant. The case specialist will make periodic contact with the participant.

## **BREAKING GROUND**

ADDRESS: 3501 W. Filmore Street  
Chicago, IL 60624  
PH: 773-265-1370  
FAX: 773-265-1376

CONTACT: Yolanda Harris, Program Manager

SERVICES OFFERED: **6 WEEK FACTORY JOB READINESS CLASS**  
\*50 participants per class, 6 classes per year\*  
(teach basic math, computer, and resume skills, once class is completed they will assist with job placement, *mostly in construction fields.*)

POPULATION SERVED: Anyone over the age of 18 years, 90% of their clients have criminal backgrounds, will work with sex offenders.

REFERRAL PROCESS: Those, who are interested, need to report to the office, located at the above address. Ask for Yolanda Harris, or Connie Milton. Applicants should mention they were referred by U.S. Probation.  
\*Each applicant will be drug-tested the 3<sup>rd</sup> and 5<sup>th</sup> week of class.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Not provided.

CHILDCARE: Not provided.

FOLLOW-UP: Each participant will be assigned a case manager. Case managers will stay in contact until a participant secures employment.  
Participants can go through the program as many times as needed.

## **CAPS**

ADDRESS:    7701 S. Cottage Grove                      11444 S. Halsted                      7723 S. Kedzie Ste. D&E  
Chicago, IL 60619                      Chicago, IL 60628                      Chicago, IL 60652  
773 846-6383                      773 568-1782                      773 863-5089

CONTACT:    Saudia Abduellah 773 846-6383

SERVICES OFFERED:    **3 WEEK JOB READINESS** (monthly calendar available for Oct. Please check resource room, same classes are offered each month, days just vary).  
**JOB CLUB** (mandatory attendance on Fridays is required from 9-4pm. On-site job recruiting takes place or employers come in for discussion. Participants must attend until they secure employment).  
**2 MONTH SUBSIDIZED WORK ASSIGNMENTS** (temporary job transition program, which includes a min. stipend).

POPULATION SERVED:    All City of Chicago residents.  
Funded through Mayor's Office.

REFERRAL PROCESS:    Attend orientation from 9:00am-5:00pm, bring picture identification, social security card, and proof of residency. (I will attach an orientation schedule in email for each agency.)

- No sex offenders
- Referrals cannot have any conviction (background included) where the sentence was 10 years + incarceration.
- Officer's be advised that referrals have a higher likelihood of being placed if they also are recipients of public aid assistance/TANF/etc.
- Officer's be advised at the time of the referral (with the consent from the participant being referred) to indicate the offense conviction. The CAPS program will only work with those referrals who have a felony conviction.
- Should the referral have a past felony conviction, but is on TSR/PROB for a misdemeanor, officers **cannot** provide the rap sheet to the agency. The offender must obtain his/her rap sheet either from the IL State Police or C.P.D. to confirm said felony.

TRAINING OCCURS:    On-site, except for a field trip to IDES once during the three weeks.

TRAVEL VOUCHERS:    Provide 7 day passes, participants are typically issued passes on Fridays.

CHILDCARE:    Not provided.

FOLLOW-UP:    It is recommended and encouraged that officers stop by facility and review sign-in sheets. Participants sign a consent form during orientation so officers can call and the customer service agent at each facility can release attendance verification.

## **THE CARA PROGRAM**

ADDRESS: 237 S. Desplaines  
Chicago, IL 60661  
PH: 312 798-3349  
FAX: 312 382-0268  
WEBSITE: <http://www.thecaraprogram.org/index.cfm>

CONTACT: Jessica Rubner, Manager of Admissions PH: 312 798-3309

SERVICES OFFERED: ***TRAINING AND EDUCATION***

*Transformation Seminar*

\*5 weeks core of Program.

\*Incorporates structure and discipline into participants daily scheduled and provides a simulated work environment.

*Critical Life Skills Classes*

\*self-esteem, ethics, conflict management, behavior modification, diversity training.

*Professional Clothing*

*Job Readiness*

*Specialized skills training*

\*certified nurses assistance, environmental services, electroplating, culinary training, shipping and receiving, precision woodworking.

***PERMANENT JOB PLACEMENT***

\*EACH PARTICIPANT IS GUARANTEED A JOB  
W/BENEFITS!

\*Partner with 80 companies throughout Chicago area.

\*70% of participants remain on job for at least one year.

***CRITICAL SUPPORT SERVICES***

\**Financial literacy.*

\**Matched savings plan.*

\**Housing referrals and rental assistance.*

\**Homeownership.*

POPULATION SERVED: Homeless and/or “at risk”  
Drug Free for at least 4 months.  
Mentally stable.  
Able to work (ie. ID’s, if clinically diagnosed with mental disorder they need to be taking RX and receiving counseling, must have reliable child care from, 7:00am-6pm, etc.)  
Motivated and able to demonstrate their desire to return to a life of self-sufficiency.  
No violent offenders, sex offenders, or fraud cases.

## **CHICAGO CHRISTIAN INDUSTRIAL LEAGUE**

ADDRESS: 2720 West Roosevelt  
Chicago, IL 60608  
PH: 773-435-8393  
EMAIL: [info@theleague.org](mailto:info@theleague.org)  
WEBSITE: <http://ccilworks.org/about-us/services-we-provide>

CONTACT: Jean Maho for the Workforce Development program INTAKE (best to email [Jmaho@ccilworks.org](mailto:Jmaho@ccilworks.org))  
Pamela Furlow-Fuller for the Skills for Success (DOL) program  
773-435-8460 (best to email: [pfurlowfuller@ccilworks.org](mailto:pfurlowfuller@ccilworks.org))

SERVICES OFFERED: **BASIC HUMAN SERVICES** (provide food, shelter, clothing and security. An on-site clinic provides primary health care, prevention and education activities)  
**COUNSELING AND CASE MANAGEMENT** (assist homelessness w/ community resources)  
**ACADEMIC TRAINING** (GED, computer classes, tutoring, literacy)  
**HOME INSPECTOR PROGRAM**  
**EMPLOYMENT TRAINING** (customer service, pre-industrial construction, building maintenance, and computer technology)  
**LANDSCAPING PROGRAM**  
\*On the job training.  
\* 2 consecutive seasons, 8 months each.  
\* Participants learn technical skills in grounds care, equipment, safety standards, plant identification & selection, design, layout, care, installation, irrigation, maintenance, and repair.  
**KITCHEN TRAINING**  
\* Targets non-violent ex-felons.  
\* Partner with Aramark and Mayor's Office.  
\* Participants must be 21 years or older.  
\* 10 weeks-intro to food service safety, guest services, production service, sanitation certification, on job training.  
\* Upon passing exam, participants will become certified with National Restaurant Association, State of Illinois, and City of Chicago.  
**HOUSEKEEPING CLEANING SERVICE**  
**PERMANENT HOUSING** (House approx. 350 men and women, who have completed agency's residential programs and are transitioning to more independent lives)

**CHICAGO CHRISTIAN INDUSTRIAL LEAGUE** (continued)

POPULATION SERVED: Homeless men and families with children.  
Ex-offenders, who do not have an extensive violent history.  
No sex offenders.

REFERRAL PROCESS: Call for an appointment or walk-in.

TRAINING OCCURS: On-site and various designated Aramark facilities.

TRAVEL VOUCHERS: Provided to those individuals actively participating in program and following the rules.

CHILDCARE: Not provided.

FOLLOW-UP: Officers should call and ask for Jean.

ADDRESS: 4455 S. King Drive  
Chicago, IL 60653  
PH: 773 548-4455

CONTACT: Gloria Panama

SERVICES OFFERED: ***FREE GED CLASSES*** (Tuesdays-Thursdays from 9:00am-12:00pm)  
***JOB READINESS*** (80-90% of participants are placed in employment)  
***AFTERSCHOOL PROGRAM*** (Monday-Friday from 3:00pm-6:00pm, consists of tutoring, mentoring, life skills, and hot meal, \$25 registration fee, \$40 for 2 kids)

POPULATION SERVED: Low income families.  
People on social security or those w/mild mental health issues.  
Will not turn any disability or offense away.

REFERRAL PROCESS: Call Gloria and provide the participant's name.  
The participant will then need to call Gloria and set up a telephone screening.  
An appointment will then be scheduled to assess the participants educational abilities and/or job readiness.  
The participant will then be referred to Reginald Williams, employment specialist, who will provide one-on-one and group training sessions.

TRAINING OCCURS: On-site. If they cannot accommodate a person, then a referral to another agency with a wider range of services, like Thresholds in Ravenswood, will be completed.

TRAVEL VOUCHERS: None provided.

CHILDCARE: See *Afterschool Program* above.

FOLLOW-UP: Contact Gloria Panama.

## **CHICAGO COMMONS**

ADDRESS: 3441 West Chicago Ave.  
Chicago, IL 60651  
PH: 773-826-0739  
FAX: 773-826-0771

CONTACT: Tauheedah Abdullah, Director

SERVICES OFFERED: ***JOB READINESS*** (will assist with job placement)  
***ENGLISH AS SECOND LANGUAGE***  
***ADULT BASIC EDUCATION***  
***SOCIAL SERVICE COMPONENT***  
***COMPUTER CERTIFICATION***  
***ON-SITE COUNSELING*** (including cognitive behavior groups, substance abuse groups, and limited individual counseling)

\*All programs run on 6 week cycles Monday-Friday. Times are arranged so a participant can be involved with more than one program at a time.

POPULATION SERVED: Unemployed and/or underemployed, motivated persons over the age of 18 yrs. Must have valid I.D., ex-offenders are eligible, NO SEX OFFENDERS.

REFERRAL PROCESS: Call or walk-in to schedule an appointment for orientation. Participants will be required to complete an assessment prior to placement into the program. Participants must be able to score 6.0 or higher on Adult Basic Education test.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Will provide vouchers for those committed to the program and live more than a mile away, if budget allows. After job placement, vouchers may be available for the first 30 days of employment.

CHILDCARE: Operate a daycare approximately 2 blocks away from program. Participants will need to apply for services.

FOLLOW-UP: Officers should contact Carmen Martinez.

## **DITROLIO FLEXOGRAPHIC INSTITUTE**

ADDRESS: 1724 W. 19<sup>th</sup> St.



Broadview, IL 60155  
www.flexotraining.com

CONTACT: Tom Anderson, Education Coordinator, PH: 708.343-4334

SERVICES OFFERED: ***5 month (18 weeks) Oress Operator Program-Printing Applications***  
\*Classes meet 3 days per week for 3.5 hours.  
\*Job placement assistance is available.  
\*Classes are limited to 6 students per instructor on lab days in order to increase individual attention and hands-on opportunity.  
\*Starting pay in industry is between \$10-14 hr plus benefits.  
*\*100% graduate placement rate July 2005 thru Jan. 2009 (about 100 Flexo Companies in the Chicago Metropolitan Area alone)*  
  
**\*THIS PROGRAM COSTS \$7,915.00, financial assistance may be provided. Offenders should apply for WIA at local IDES location (4-6 wk. process).**

POPULATION SERVED: Male/Females. Must be 18 yrs., pass color vision screening, have correctable vision, able to work in warehouse type environment, lift 50-70 lbs., test at a 9<sup>th</sup> grade math and reading level using TABE, and able to pass drug test and physical (out of pocket expense). No arson, aggravated, armed, or sexual offenses.

REFERRAL PROCESS: Orientations are held on Mondays at 10:00am. Offenders will need to bring with them the following: State ID, Birth Certificate, Social Security Card, Proof of Income (current check stub, SSI Award Letter, Medical Card, Link Card printout, a letter if supported by someone else stating how long, date, contact information, verification of unemployment compendation, etc). \$20 application fee.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Convenient to public transportation. PACE: 847-364-7223/ RTA 312-913-3110

CHILDCARE: Unknown

FOLLOW-UP: Officers should contact Tom Anderson.

## **THE ENTERPRISING KITCHEN**

ADDRESS: 4426 North Ravenswood  
Chicago, IL 60640

PH: 773-506-3880  
FAX: 773-506-3881  
CONTACT: Lynn Cunningham - Executive Director  
Jeffrey Clemons - Program Director ([Jclemons@theenterprisingkitchen.org](mailto:Jclemons@theenterprisingkitchen.org))

SERVICES OFFERED: ***WORK READINESS/SOFT SKILLS***  
***EXTENSIVE JOB TRAINING***  
***COMPUTER SKILLS - AT JANE ADAMS***  
***EMPLOYMENT PLACEMENT/RETENTION***  
***FINANCIAL LITERACY (COMPONENT TO PROGRAM) - AT***  
***JANE ADAMS***  
***LIFE SKILLS***  
***LEADERSHIP SKILLS***

*\*Programs last 6 months or until employed and participants are paid during this time!*

POPULATION SERVED: WOMEN ONLY (English speaking immigrants, prison releasees, single parents, public aid recipients, etc). Cannot accept women with significant mental health issues or sex offenders. **MUST BE DRUG FREE FOR MIN. 4 MO. AND PASS A DRUG TEST**, motivated, and committed to the program.

IF PARTICIPATING IN TREATMENT, MUST PROVIDE  
PROOF FOR THE NEXT 2 YEARS  
**NO METHADONE PROGRAMS**

REFERRAL PROCESS: Applicants must have valid ID and available Monday through Thursday from 9:00am-2:45pm, intake process is extensive.  
- must have resume and letter of reference from PO (OFFICERS MUST FAX THIS IN ADVANCE). Must pass TABE and undergo two separate interview processes.

TRAINING OCCURS: On-site. There is an entire work area dedicated to making spa products that they sell on-line in or about 200 retailers and through J. Jill and Eileen Fisher.

TRAVEL VOUCHERS: Not provided.

CHILDCARE: Not provided.

FOLLOW-UP: Jeff Clemons

## **ERIE NEIGHBORHOOD HOUSE**

ADDRESS: (4) locations 1347 W. Erie, Chicago, IL 60622  
1701 W. Superior, Chicago, IL 60622

2510 W. Cortez, Chicago, IL 60622  
4225 W. 25<sup>th</sup> Street, Chicago, IL 60623

PH: 312 563-5800

FAX: 312 536-5810

WEBSITE: [www.eriehouse.org](http://www.eriehouse.org)

CONTACT: Susan Bernhart, (312) 563-5800

SERVICES OFFERED: ***CITIZENSHIP AND IMMIGRATION SERVICES***  
***JOB READINESS*** (3 month program that trains individuals in shipping and receiving industry)  
***ADULT EDUCATION, GED, ENGLISH AS SECOND LANGUAGE***  
***COMMUNITY LITERACY***  
***EMERGENCY SERVICES***  
**CHARTER SCHOOL AND AFTER SCHOOL CARE** (ages 2-12 yrs., there is a waiting list for the facility and eligibility is based on IL income guidelines.)

POPULATION SERVED: Primarily Low Income Latino Families. No sex offenders.

REFERRAL PROCESS: Contact Susan Bernhart

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Not provided.

CHILDCARE: See Above.

FOLLOW-UP: Contact Susan Bernhart

## **GOODWILL**

ADDRESS: 6054 S. Western Avenue  
Chicago, IL 60636

Phone: 773-627-5770

Fax: 773-6274-5765

SERVICES OFFERED: **3 WEEKS PRE-EMPLOYMENT TRAINING** (learn how to use the Internet, MS Word, MS Excel, Powerpoint, email accounts, telephone access)  
**CAREER CENTER** - Divided into two groups **CORE** and **INTENSIVE SERVICES**. **CORE** offers job leads and use of the computer lab. **INTENSIVE SERVICES** are for participants in need of more hands on/ one-on-one attention. These participants will go through the pre-employment program and will work with a caseworker. For intensive services, participants will receive a 7 day bus pass at the beginning of the program, through job searching, to 90 days while on the job working.  
**RETAIL/CUSTOMER SERVICE** - sponsored by walgreens  
**CLEAR N CLEAN** (learn skills to prepare for a career in janitorial and sanitation field-on the job work experience for 3 weeks. THIS IS ONLY OFFERED TWO TIMES PER YEAR. CALL TO SEE WHEN THE NEXT CLASS IS.  
**PLACEMENT SERVICES**  
**RETENTION SERVICES**  
**WIA SPECIALIST ONSITE = TO CONNECT STUDENTS WITH VOCATIONAL SERVICES.**

POPULATION SERVED: Individuals involved in the criminal justice system.  
Wheelchair accessible and can accommodate hearing impaired individuals.  
Anyone, who requests services  
**FELONY CONVICTIONS NEED TO BE 2 YEARS OLD WHILE ON SUPERVISION/PROBATION exception may be made on a case by case basis**  
No sex offenders.

REFERRAL PROCESS: **Officers should use the referral form found in the workforce directory in WordPerfect and fax/email Rosie Ballard, Dwayne Harvey, or Brenda Sanders...as well as keep a copy for yourself and provide a copy to the offender.**

Participants can walk-in; however, they prefer that an offender call to make an appointment 773-627-5770.  
Orientations are held every Thursday at 8:30am. Will take approx. 2 ½ hours to complete.

## **GOODWILL** (continued)

Participants are required to bring the following for intake:  
birth certificate, proof of income, proof of disability (if applicable),  
proof of criminal background, social security card, proof of

address, valid ID, proof of veteran status.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Transportation money is provided to participants.

CHILDCARE: Not provided.

FOLLOW-UP: Participants will be assigned a case manager and employment specialist

NOTE: PARTICIPANTS ARE RECORDED IF THEY PASS THE TABE TEST. IF THE PARTICIPANT DOESN'T PASS THE TABE TEST THEN THEY'RE REFERRED FOR FURTHER SERVICES.

## **GREATER CHICAGO FOOD DEPOSITORY**

ADDRESS: 4100 W. Ann Lurie Place (42<sup>nd</sup> Pl)  
Chicago, IL

PH: 773-843-2601

CONTACT: Paul LaBeau, Program Coordinator  
Anna Jones, Manager  
PH: 773 843-5414

SERVICES OFFERED:

***14 WEEK FOOD SERVICE PROGRAM***

- \*Classes are free..
- \*Uniform and supplies are provided.
- \* Monday through Friday 7:30am to 3:30pm.
- \*Obtain state and city safety and sanitation certification.
- \*Access to full restaurant style kitchen.
- \*Assist in preparing and providing 2500-3400 hot meals for after-school programs such as YMCA's, schools, churches, community centers, etc.
- \*Internship

POPULATIONS SERVED:

No one is excluded based on criminal history, including sex offenders. CASE BY CASE BASIS  
\*Must be serious about program and motivated to change their lives.

REFERRAL PROCESS:

1. Officers should contact Paul LaBeau.
2. Participants will need to submit an application (see Bobbie or obtain online)
3. Participants will be invited to attend an orientation.
4. Participants will take a basic reading and writing exam, must pass at 6<sup>th</sup> grade level.
5. Participants **will be required to volunteer for 3 days**, to determine whether or not they are really committed to program.
6. Agency will then make offer into program and participants can accept/decline.
7. Must be a resident of Cook Co., have social security card, and drug free for at least 3 months.

Orientations will be held every two weeks. Since they are screening every other week, they will have classes start 2x per month. 6-8 people per class.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Transportation assistance is provided (gas or CTA vouchers).

**GREATER WEST TOWN COMMUNITY DEVELOPMENT**  
**PROJECT**

ADDRESS: 2021 W. Fulton Street  
Chicago, IL 60612

PH: 312-563-9570  
FAX: 312-563-9571

CONTACT: Linda Thomas, Director of Client Services/ADA Coordinator  
PH: 312-563-9570 ext. 223  
EMAIL: [lindathomas@gwtp.org](mailto:lindathomas@gwtp.org)  
Robert Fittin, Director of Training Program  
PH: 312-563-9570 ext. 246  
EMAIL: [bfittin@gwtp.org](mailto:bfittin@gwtp.org)

SERVICES OFFERED: **12 WEEK SHIPPING AND RECEIVING CLASS**  
(Meets M-F from 8:30-3:30, will be eligible to receive certification in operating a sit down forklift(propane), a stand up forklift (electrical), and a electric pallet walker, good for 3 years)  
**14 WEEK WOODWORKING CLASS**  
(Meets M-F from 8:30-3:30pm)  
\*Classes are hand-on training.

POPULATION SERVED: Males and Females, 18 years or older, motivated.  
**No sex offenders** (there is a high school on-site.)  
**No offenders actively on EM**  
**No offenders currently enrolled in Methadone clinics.**

REFERRAL PROCESS: Officers should email and call Linda and Robert with the name of participant, which class they are interested in, address, phone number, and zip code. **PLEASE USE THE REFERRAL FORM IN THE WORKFORCE DIRECTORY TO MAKE REFERRAL IN ADDITION TO THE ABOVE NOTES.**  
She will flag it and follow-up with application process.  
Participants must attend orientation, pass a test on reading and measurement skills (minimal 6<sup>th</sup> grade level), complete an interview, and if accepted take a drug test. \*Would like for participants to have ID/ SS card/ birth certificate/Drivers License/ diploma/GED. Participant must produce proof of income. If unemployed, they must provide public aid letter, letter of support from family member/friend, and verification of family/friend's income.

TRAINING OCCURS: On-site.

## **GREATER WEST TOWN COMMUNITY DEVELOPMENT** **PROJECT** (continued)

TRAVEL VOUCHERS: If participant is receiving public aid benefits, there should be a

division with Food Stamp Program that assists with transportation. Otherwise, the agency provides a \$25.00 reimbursement at the end of each week.

CHILDCARE: Not on-site, but will refer participants to a state funded source that provides care free of charge.

FOLLOW-UP: Officers are encouraged to visit site. The agency will assist with job placement. If a participant is in “good standing” and remains in contact with the agency regularly. The agency will help him/her “forever”.

NOTES: It is extremely important for officers to only refer those individuals who are committed to the program and is ready to make a fresh start and envisions the program as a career path...not someone who is enrolled just to be enrolled in the program.

**ORIENTATIONS FOR SHIPPING AND RECEIVING AND  
WOODWORK ARE ON WEDNESDAYS AT 8:45AM.**

## **GREEN INDUSTRY JOB TRAINING**

ADDRESS: 445 North Sacramento  
Chicago, IL 60621



PH: 312-746-9508

CONTACT: Patrick Brown

SERVICES OFFERED: ***9 MONTH PAID JOB TRAINING IN LANDSCAPING &  
ENVIRONMENTAL REMEDIATION FIELDS***

REFERRAL PROCESS: Call Patrick Brown to reserve a space.

**HOWARD AREA COMMUNITY CENTER**

ADDRESS: 1623 West Howard Street  
Chicago, IL 60626

PH: 773-262-3515  
FAX: 773 262-3751

CONTACT: Charles Hardwick at [chardwick@howardarea.org](mailto:chardwick@howardarea.org)

SERVICES OFFERED: **RESUME WRITING WORKSHOPS**  
**COMPUTER SKILLS CLASSES** (Monday-Thursday 9:00-11:15am, intro to Word, Email/Internet, on-line job searches)  
**COMPUTER LAB** (Hours Monday-Friday from 1:00-4:30pm)  
**JOB COUNSELORS**  
**FRESH START PROGRAM** (4 week workshop that addresses business etiquette, answering the conviction question, job readiness, basic computer skills)

- Starts on Thursdays it is four days/week
- M-W participants will focus on introduction to computer skills
- Works on job placement, if the participant is employable
- Will track progress of participant for 180 days after employed.

**The program is constantly evolving and is now focusing on establishing a healthcare training program.**  
**THERE WILL BE A WIA SPECIALIST ONSITE TO ASSIST WITH APPLICATION AND PLACEMENT.**

POPULATION SERVED: Anyone, 18 years or older.  
Will work with sex offenders.  
No specific skills required.

REFERRAL PROCESS: Walk-in or call for an appointment.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Provided as needed.

CHILDCARE: Not provided.

FOLLOW-UP: Officers should contact Charles Harwick. However, Jayden Whitney ([jreass@howardarea.org](mailto:jreass@howardarea.org)) will be the caseworker assigned to probation cases). Officer's will be able to advise whether they would like their participant to submit hourly or daily sign-in sheets...however the officer will need to request this information. Participants in the Fresh Start Program can obtain follow-up services for up to one year after gaining employment.

## **HUMBOLDT PARK SOCIAL SERVICES**

ADDRESS: Center for Changing Lives  
3051 West Armitage  
Chicago, IL 60647

PH: 773 342-8071  
FAX: 773 342-1789

CONTACT: Martin Geliciano, Re-Entry Liaison

SERVICES OFFERED: ***15 WEEK FREE CDL TRAINING***

REFERRAL PROCESS: Contact Martin at 773-342-6210, who can provide details on course starting date, curriculum, course description, and how to apply.

## **ILLINOIS MANUFACTURING FOUNDATION**

ADDRESS: 2101 S. Kedzie Ave.  
Chicago, IL 60623  
PH: 773-277-2343

FAX: 773 277-2337  
WEBSITE: [www.imfjobtraining.org](http://www.imfjobtraining.org)

CONTACT: Sharon Johnson, Director of Training  
EMAIL: [SHARONJ@IMFJOBTRAININGG.ORG](mailto:SHARONJ@IMFJOBTRAININGG.ORG)  
Scott, Job Developer

SERVICES OFFERED: ***CNC MACHINE TOOL/AUTOMATIC SCREW MACHINE  
OPERATOR TRAINING***

\*16 weeks (8:00am-3:00pm Monday-Friday)

\*480 clock hours in the following:

Orientation, Safety, Housekeeping

Basic Shop Mathematics Skills

Blueprint Reading

Dimensional Metrology/Precision Measurement

Automatic Screw Machine Terminology

Screw Machine Operation-Fundamentals

Screw Machine Tooling and Operations-Intermediate

Statistical Process Control

Computer Numerical Control of Machine Tools

**\*This program cost \$5,275.00; however the agency received a grant from the city of Chicago, specifically for ex-offenders. They can place 21 offenders per class, free of charge.**

***BUILDING MAINTENENCE***

\*13.5 weeks (8:00-3:00pm Monday-Friday)

Weatherization

**\*This program cost \$5,212.00. *THIS IS NOT FREE OF CHARGE. OFFENDERS CAN APPLY FOR WIA GRANT.***

POPULATION SERVED: Individuals, who can read and write English at 9<sup>th</sup> grade level, have math skills at least at the 9<sup>th</sup> grade level, enjoy working with their head and hands, likes to pay attention to deal, and enjoy getting things right.

**\*If you are unemployed, individuals may be eligible for an Individual Training Account Voucher, which will cover tuition. You must visit a local 'One Stop' Center to determine eligibility.**

**ILLINOIS MANUFACTURING FOUNDATION (continued)**

REFERRAL PROCESS: Free orientation, every Tuesday at 9:30am SHARP. Usually lasts 3-4 hours. Applicants will take basic math and reading test and know by the end of the day if they have been accepted into

program.

TRAINING OCCURS: On-Site. It is held in a warehouse and many of the machines use a lot of oil. Must be ok with getting a little dirty.  
\*Tries to start class every six weeks..

TRAVEL VOUCHER: Not provided; however, very accessible from CTA Blue Line, Kedzie Stop.

CHILDCARE: Not provided.

FOLLOW-UP: The agency has a job developer on-site, starting wages upon completion averages between \$11.00-15.00/hr. Officers can contact Sharon at the number listed above with any questions regarding any participant. Retention services 30, 60, and 180 days after graduation.

## **INSPIRATION CAFÉ**

ADDRESS: 4554 North Broadway  
Chicago, IL 60640  
PH: 773-878-0981  
FAX: 773-878-3114

SERVICES OFFERED: ***4 WEEK CAREER FOCUSED WORKSHOP - For example CDL TRAINING - offered through WIA services at area programs.*** Participants will work on COMMUNICATION SKILLS, IDENTIFY WORKSKILLS, COMPLETE APPLICATIONS, COMPLETE RESUMES, INTERVIEW SKILLS, AND UPON GRADUATION WILL THEN BE ASSIGNED A CAREER SPECIALIST WHO WILL ASSIST WITH JOB LEADS. THIS SPECIALIST CAN CONTINUE TO WORK WITH GRADUATE IN THE EVENT THEY BECOME UNEMPLOYED.

***13 WEEK CULINARY COOKING PROGRAM*** (Held each month and if participant passes Inspiration Cafe will pay for the City of Chicago Sanitation Test \$300.00) ***First 4 weeks classroom training M-F from 10-4pm after that participants will take sanitation test upon passing will begin the 9 week internship. Participants can also choose to participate in Front of the House training which is a 4 week paid internship.***

***SOCIAL SERVICES & PUBLIC AID ADVISOR AVAILABLE JOB DEVELOPER ON STAFF*** (76% job placement rate)  
***PROVIDE TOLL FREE NUMBERS TO PROSPECTIVE EMPLOYERS, IF PARTICIPANTS DON'T HAVE PHONES***

\*Program lasts for one year or until an individual obtains employment.

POPULATION SERVED: Must be a City of Chicago resident.  
18 year or older.  
Will work with all offenders, including sex offenders.

REFERRAL PROCESS: Orientations are held every Wednesday at 1:00pm.

TRAINING OCCURS: On-site and various locations throughout the city.

TRAVEL VOUCHERS: Limited. First 4 weeks of class will provide travel, after that it will be determined case-by-case.

CHILDCARE: Options are based on case-by-case basis.

FOLLOW-UP: Officers should contact trainee in workshop or career specialist.

*\*\*\*Please note that participant will be held accountable should they be late for class or miss class altogether. If participant is late by 2 minutes three time it will count as 1 day absence. Participants are allowed 2 days of absence for emergency purposes...however you must call the day before or the morning of, before being dismissed.*

## **INSTITUTO DEL PROGRESSO LATINO**

ADDRESS:	4600 South Wood Street Chicago, Illinois 60609 PH: 773-927-7712 FAX: 773-927-7284	Blue Island and Western Chicago, IL	24 <sup>th</sup> PL and Western Chicago, IL *has childcare if enrolled in evening classes*
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CONTACT: Alex Lopez, case manager

SERVICES OFFERED: ***GED PREPARATION (for adult and youth)***  
***JOB READINESS AND PLACEMENT***  
***DEVELOPMENT OF LIFE SKILLS - how to manage money***  
***and provides referrals for parenting classes.***  
***PUBLIC AID ADVISOR ON SITE***

POPULATION SERVED: Individuals involved in the criminal justice system between the ages of 18-34 yrs. \*Will work with individuals older than 34 yrs. On case by case basis.

Individuals not involved in criminal justice system between the ages of 18-24 yrs.

Open to anyone living in Chicago.  
No sex offenders.

REFERRAL PROCESS: Officers should contact Alex Lopez at number listed above and provide participant's name.  
Orientation is every Tuesday from 2:00-4:00pm and is a 3 day process.  
Once orientation is completed, participant will be placed in job development track or job readiness.

TRAINING OCCURS: On-site and/or local city colleges.

TRAVEL VOUCHERS: Will provide to active participants on a daily basis. Participant must report to agency daily to sign out pass.

CHILDCARE: Not provided.

FOLLOW-UP: Officers can contact Alex.  
Participants can utilize agencies services on a continual basis.

## **JANE ADDAMS RESOURCE CORPORATION**

ADDRESS: Main Office 4432 North Ravenswood  
Chicago, IL 60640  
PH: 773-728-9769  
FAX: 773-728-9785

- SERVICES OFFERED: ***ADULT LEARNERS PROGRAM*** (Free one-on-one tutoring in reading, writing, and math)  
***COMPUTER TECHNOLOGY CENTER*** (Free basic & intermediate-level computer classes in English & Spanish)  
**14 WEEK CAREER IN METALWORKING PROGRAM (CMP)**  
\*Monday through Friday 9:30am-3:30pm.  
\*Geared toward CNC (computer numeric control)  
\*Classroom and hands-on training  
\*Approx. 80 hours of soft skills (computer skills, job readiness, financial education)  
\*”Open-Exit”-meaning once they accomplish goals they can be released.  
\*Working relationships with many employers. Typically starting wage for machinists is \$10-15/hr, Set-Up Operator \$14-18/hr, and Programmer \$20-35/hr. They are taught skills they need to be eligible for a promotion.
- POPULATION SERVED: For CMP, unemployed and disadvantaged job-seekers.  
No sex offenders.
- REFERRAL PROCESS: For CMP-orientation is offered every other Tuesday, which includes presentation, discussion of curriculum, info. on labor market, tour, application, and test of adult basic education (TABE) administered.
- If participants pass TABE at least at an 8<sup>th</sup> grade level for math and reading, they will be offered an interview and referred to WIA for voucher.
- TRAVEL VOUCHERS: During initial probation period, participants are offered (2) one-way travel vouchers per day; thereafter, 7 day passes for the remainder of the program and during job search period.
- TRAINING OCCURS: Training Center for Metalworking Trades  
4222 North Ravenswood  
Chicago, IL 60613

**THE LOCAL ECONOMIC AND EMPLOYMENT  
DEVELOPMENT COUNCIL, INC. (LEED)**

ADDRESS: 1866 North Marcey  
Chicago, IL 60614  
PH: 773-926-5552  
FAX 773-929-6162



CONTACT: Verna Berryman, Client Services Coordinator  
PH: 773-929-5552, ext. 228

SERVICES OFFERED: ***ADULT BASIC EDUCATION PROGRAM***  
***6 WEEK COMPUTER SKILLS TRAINING*** (Monday-Thursday  
9:30am-12:00pm or 4:00pm-6:30pm) \*Agency schedules specific  
dates and has enrollment cutoffs.  
***INDUSTRIAL SKILLS*** (production, warehousing, shipping,  
construction)  
***12 WEEK ENTREPRENEURSHIP PROGRAM*** (teaches the  
essentials of business planning) \* Usually held on Tuesday  
evenings from 6:30pm-8:30pm. Agency schedules specific dates  
and has enrollment cutoffs.

POPULATIONS SERVED: 18 years or older.  
Illinois resident.  
Drug free.  
5<sup>th</sup> grade or higher reading level.  
Able to do physical labor, must dress warmly building is old  
warehouse.  
Income restraints.  
Highly motivated individuals, who are willing to learn.  
NO sex offenders.

REFERRAL PROCESS: Orientations are held every Tuesday and Thursday.  
Participants have to take and pass the test for adult basic education.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Not provided at this time. However, agency is very accessible by  
public transportation. NOT WHEELCHAIR ACCESSIBLE.

CHILDCARE: Not provided.

FOLLOW-UP: Officers should contact Verna Berryman at number listed above.  
There is a job placement worker, who will assist participants and

## **MICHAEL BARLOW CENTER**

ADDRESS: 2120 West Warren Blvd.  
Chicago, IL 60612  
PH: 312 226-6270  
FAX: 312 226-6284

CONTACT: Jim Zangs, Director, ext. 11  
Lisa Cockerham, Job Developer, ext. 14

Lynda Jones, Transitional Job Coordinator, ext. 19

SERVICES OFFERED: ***LITERACY ASSESSMENT***  
***ST. LEONARD'S ADULT HIGH SCHOOL***  
***INTRODUCTORY COLLEGE COURSES***  
***THE EMPLOYMENT PROJECT (TEP)*** 50 hours employment  
preparation program.  
***FOOD SERVICES PREPARATION*** (9 weeks)  
***BUILDING MAINTENANCE*** (8 weeks)  
***COMPUTER LAB***

POPULATION SERVED: Formerly incarcerated men and women in Chicago.

REFERRAL PROCESS: General orientation is held every Monday at 3:00pm.

TRAINING OCCURS: On-Site.

TRAVEL VOUCHERS: N/A

CHILDCARE: Not provided.

FOLLOW-UP: Contact Lisa Cockerham, Job Developer, ext. 14 or Stephanie  
Fuller, Retention Counselor, ext. 30

**NATIONAL LATINO EDUCATION INSTITUTE**  
**(Formerly Spanish Coalition for Jobs)**

ADDRESS: 2011 West Pershing Road  
Chicago, IL 60629  
PH: 773-247-0707

CONTACT: Henrietta Barcelo, Recruitment/Publicity Coordinator PH: 773 247-0707 ext. 246

SERVICES OFFERED: *ACICA Accredited*  
*\*Vocational Training*                      *\*Adult Education*  
*\*Employment Services*                      *\*Financial Literacy*  
*\*Health and Wellness*                      *\*Community Technology Center*  
*\*ComEd/NLEI Latino Scholarship Fund*

Depending on program participant enrolls in may be eligible for Bachelors of Science Degree through Louis University.

POPULATION SERVED: General public.  
18 years or older.  
Documented individuals (they have birth certificate, social security card, and photo identification).  
Must be motivated and willing to learn.  
\*Recommend participants have resume completed.  
\*WIA Eligible  
**\*Most programs are accelerated; therefore, individuals need to be committed and available M-F 9-5pm.**

REFERRAL PROCESS: Walk-In.  
Informational Sessions are held every Tuesday-Thursday at 12:00pm.

Participants will meet with an admissions counselor, take an entrance exam, complete and interview, apply for financial aid, and undergo drug testing and background check. \* No non-qualifying offenses and they will work with sex offenders.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Not provided.

CHILDCARE: Not provided.

FOLLOW-UP: Once accepted into a program, participants will be referred to an education and/or student specialist, they will need to sign a consent form for officers to speak with their assigned specialist.

## **NEW SKILL BUILDERS PROGRAM**

ADDRESS: 5410 South State Street  
Chicago, Illinois 60609  
PH: 773-548-8601  
WEBSITE: [www.newskillbuilders.org](http://www.newskillbuilders.org)

CONTACT: Lynn Young

SERVICES OFFERED: ***13 WEEK INTRODUCTION TO CONSTRUCTION INDUSTRY***  
\*Prepares Cook Co. residents for apprenticeship exams.  
\*Teaches how to complete many types of construction projects.  
\*Graduates will receive a set of tools.  
\*Stipends are also available for graduates, who enter unpaid pre-apprentice programs.

3 13 cycles per year. Each cycle has a (2) weekday instructional periods and one Sat. instructional period. The weekday meets on Tuesday and Thursday from 6:00-9:30pm, and the Sat. Meets from 1:00-4:00pm (total instruction time is 13 hours)

POPULATION SERVED: Offenders, who are at least 18 years or older, have a H.S. diploma or GED, are a resident of Cook Co., and have a valid driver's license.

REFERRAL PROCESS: Email Lynn if you are referring someone and for orientation .  
Offenders do not need to register for orientation.  
Basic reading and math test will be administered.

TRAINING OCCURS: Inside the Ace Tech High School, located at above address.

TRAVEL VOUCHERS: Bus fare may be an option in the near future.

CHILDCARE: N/A

## **NORTH LAWNSDALE EMPLOYMENT NETWORK**

ADDRESS: 3626 West Flournoy  
Chicago, IL 60624  
PH: 773 638-1825

CONTACT: Ron Tonn

SERVICES PROVIDED: ***EMPLOYMENT RESOURCE CENTER (M,W, R 9-5pm; T/R by***

*appt. only)*

**FINANCIAL LITERACY** (basic budgeting, checking/savings accounts, financial counseling, free credit reports, customized workshops) *\*Incorporated in U-Turn automatically, individual basis*

**U-TURN PERMITTED**

\*4 week program.

\*Job readiness, job placement assistance, job retention support, resume and cover letter development, interview skills.

**POPULATION SERVED:** Resource Center is open to residents of the North Lawndale Community.

U-Turn Permitted program caters to ex-offenders.

**REFERRAL PROCESS:** Walk-In  
\*Orientations are held on the 1<sup>st</sup> Friday of each month at 10:00am. at United Baptist Church on 4220 W. Roosevelt. Participants can just show up. 2 hours long.

**TRAINING OCCURS:** On-site or at United Baptist Church

**TRAVEL VOUCHER:** If participants return the Monday following orientation, they will receive bus passes.

## **PHALANX**

**ADDRESS: Westside:** 4628 W. Washington  
Chicago, IL 60644  
PH: 773 261-5600

**Southside:** 10327 S. Halsted  
Chicago, IL 60628  
PH: 773-779-1086

Email: [www.phalanzgrpservices.org](http://www.phalanzgrpservices.org)

CONTACT: Ms. Harper, Ex-Offender Services

SERVICES OFFERED: **FOOD STAMP EMPLOYMENT & TRAINING** (Administered by DHS; participants must be 18-49 yrs. w/out dependents; short-term subsidized volunteer program that helps build employability skills while participating in on-the job training)  
**CHOOSING TO CHANGE** (Administered by MOD, must be 18-29 yrs. old and referred through CAN program; Industry specific training & Job Placement; case management w/ supportive services) \*6-8 weeks  
**WORK FIRST PROGRAM** (Open to recipients of TANF funds, pay after performance welfare program through DHS; work up to 120 hours to earn their grant, receive transportation assistance, attend job readiness training & pre-employment workshops, receive support services, & build stable employment record )  
**COMMUNITY DEVELOPMENT BLOCK GRANT** (customized job search and placement, must be authorized to work in U.S., have a SS#, age 18+, compliant with selective service, city of Chicago resident and either homeless, a foster child, food stamp recipient, TANF recipient, or low income status based on HUD calculations).  
**VOCATIONAL TRAINING** (Basic Nursing Training 8 wks, Flexiograph 18 wks, and CNC 12 wks)

POPULATION SERVED: Those wishing to participate in Choosing to Change must be 18-29 yrs. old.

Anyone 21 yrs. or older with a criminal background.

REFERRAL PROCESS: Referral can be made through DHS or an individual can walk-in. They have orientations scheduled at each office on specific days; however, it is based on the program the person is wishing to enter.

Job Training is held on Mondays 9am-1pm every week. \*Ms. Haper will meet with individuals 2-3 wks. to develop a profile and determine what program best suits an individuals needs.

Workshops are usually on Thurs. & Fridays from 3-5 pm.

### **PHALANX (continued)**

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Bus cards are provided as long as an individual is participating in a program.

CHILDCARE: N/A

FOLLOW-UP:

Contact Ms. Harper.

**\*\*\*IT SHOULD BE NOTED THAT THIS AGENCY WILL ALSO PROVIDE INTERVIEW ATTIRE, ASSIST WITH FUNDS FOR PERSONAL IDENTIFICATION, SUPPLY MONEY FOR BASIC EMPLOYMENT EXPENSES (ie. tools, uniforms, basic clothing)**

## **POISED FOR SUCCESS**

ADDRESS: 312 South Westmore  
Lombard, IL 60148  
PH: 630-691-1455  
WEBSITE: [www.poisedforsuccess.org](http://www.poisedforsuccess.org)

SERVICES OFFERED: ***REFERRALS TO LOCAL ORGANIZATIONS FOR JOB  
TRAINING AND PLACEMENT  
PROVIDE BUSINESS ATTIRE***

POPULATION SERVED: Women located in Chicago suburbs, including Lombard, Lisle, Wheaton, Glen Ellyn, Winfield, West Chicago, St. Charles, and surrounding areas.

REFERRAL PROCESS: Speak with Renee Mulliken.

## **SAFER FOUNDATION**

ADDRESS: 571 West Jackson  
Chicago, IL 60661  
PH: 312-913-5796  
WEBSITE: [www.saferfoundation.org](http://www.saferfoundation.org)

CONTACT: B. Diane Williams, President & CEO

SERVICES OFFERED: ***JOB READINESS TRAINING***



\*1 week long.  
\*Free lunch.  
\*On-going access to resource room.  
\*Assistance of case manager in obtaining educational transcripts.  
**RESOURCE ROOM** (access to computers, fax machines, telephone, email accounts)  
**RETENTION GROUPS** (mandatory weekly meetings where job leads are shared)  
**CLINICAL SERVICES** (Director, Judy Davis, will refer for services if needed, will not refer who are already receiving court-ordered services)

POPULATION SERVED: Open to public.

REFERRAL PROCESS: Participants are encouraged to call 312-913-5796 scheduled an intake appointment; however, they can walk-in for services.

Intake process will take approx. 2-3 hours.

Participants SHOULD report in interview attire for initial appt., register with IL Skills Match, and bring in referral form from officer.

They will take an employment assessment to determine job goals.

TRAINING OCCURS: On-site.

TRAVEL VOUCHERS: Transit cards are provided for participants in the job readiness class and up to 3 weeks after securing a job.

CHILDCARE: Not provided; however, will make referrals to governmental agencies that offer services.

FOLLOW-UP: SUSPO Young is the point of contact for are agency. Please forward all feedback and concern to her attention.

## **TRAINING ALLIANCE OF CHICAGO** **(YMCA ALLIANCE)**

ADDRESS: 11 East Adams, Suite 300  
Chicago, IL 60603  
PH: 312-913-2150  
FAX: 312-913-2157

CONTACT: Ms. Montgomery, ext. 2209

SERVICES OFFERED: ***GED PREPARATION  
JOB READINESS  
OFFICE SKILLS TRAINING  
CUSTOMER SERVICE AND EMPLOYMENT TRAINING  
ENTREPRENEURSHIP  
DATA ENTRY***

POPULATION SERVED: Open to anyone, all felony offenses are eligible.  
Anyone currently unemployed, receiving social security, or  
residing in a shelter.

REFERRAL PROCESS: Call to make an appointment or walk-in.

TRAINING OCCURS: Every Monday at 1:00pm at 11 East Adams  
Every Friday at 9:30am at 50 North Central.

TRAVEL VOUCHERS: Not provided.

CHILDCARE: Will refer to governmental agencies that offer services.

FOLLOW-UP: Officers should contact Ms. Montgomery at number listed above.